

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY KABUL

AMEMBASSY KATHMANDU

UNCLAS STATE 004715

E.O. 11652: N/A

TAGS:AFSP

SUBJECT: FSL SALARY, FRINGE BENEFITS AND CLASSIFICATION
SURVEY

1. MR. EDWARD SOMPAYRAC HAS BEEN CONTRACTED TO CONDUCT A
SALARY AND CLASSIFICATION SURVEY IN KABUL AND KATHMANDU
BEGINNING 5 FEBRUARY IN KABUL. HE WILL BE ASSISTED BY
MR. BILLIE MEACHAM. BOTH WILL ARRIVE IN KABUL ON FG FLIGHT
706 AT 0930 ON 5 FEBRUARY. REQUEST MEET AND ARRANGE
MEDIUM PRICE SINGLE HOTEL ACCOMMODATIONS.

2. CONTRACTOR PLANS TO SPEND FIRST FEW DAYS REVIEWING
PLANS AND PREPARATIONS FOR SURVEY AND FAMILIARIZING SELF
WITH LOCAL SITUATION.

3. REQUEST BOTH POSTS COMPLETE FOLLOWING MEASURES BEFORE
CONTRACTORS ARRIVAL:

A. SELECT 8 TO 10 ORGANIZATIONS TO BE SURVEYED AND MAKE
APPOINTMENTS FOR COMPANY INTERVIEWS. IF POSSIBLE ARRANGE
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FIRST IN KABUL FOR MORNING OF TUESDAY, 10 FEBRUARY AND TWO

A DAY THEREAFTER. APPOINTMENTS USUALLY AVERAGE 90 MINUTES BUT MAY LAST UP TO THREE HOURS DEPENDING ON COMPLEXITY AND LANGUAGE PROBLEMS (SEE SECTION 3.1 OF LOCAL EMPLOYEES

COMPENSATION HANDBOOK LECH).

B. HAVE INTERPRETERS AVAILABLE FOR USE IN COMPANY INTERVIEWS WHERE NEEDED.

C. SELECT APPROXIMATELY 25 KEY LOCAL POSITIONS FOR DATA COLLECTION PURPOSES. PREPARE CONCISE SUMMARIES OF EACH IN ENGLISH AND LOCAL LANGUAGE BUT DO NOT DUPLICATE UNTIL CONTRACTOR HAS HAD OPPORTUNITY TO REVIEW THEM (SEE SECTION 3.5-1 OF LECH HANDBOOK).

D. PREPARE LETTER OF INTRODUCTION FOR CONTRACTOR TO FIRST ORGANIZATION TO BE INTERVIEWED. REMAINING LETTERS WILL BE PREPARED WHEN IT IS DETERMINED WHICH MEMBER OF TEAM WILL INTERVIEW.

E. DATA COLLECTION SHEETS (EXHIBIT 2.2-2 AND 2.2-6 OF LECH HANDBOOK) MAY BE REVISED SLIGHTLY BY CONTRACTOR TO SIMPLIFY DATA COLLECTION AND TABULATION. THEY WILL BE PREPARED AND DUPLICATED AFTER HIS ARRIVAL.

F. PREPARE SUMMARY OF EMPLOYEE BENEFITS REQUIRED BY LOCAL LAW.

G. PREPARE LIST OF OTHER BENEFITS KNOWN TO BE PROVIDED AS LOCAL PRACTICE.

H. HAVE AVAILABLE LOCAL EMPLOYEE STAFFING PATTERN, COPIES OF CURRENT COMPENSATION PLAN, RECORDS OF LAST FULL SCALE SALARY SURVEY AND OF LAST SPOT CHECK SURVEY.

I. REVIEW AND VALIDATE OR REVISE POSITION DESCRIPTIONS FOR ALL LOCAL NATIONAL OR THIRD COUNTRY NATIONAL POSITIONS (SEE 3 FAM 930).

J. VALIDATE OR REVISE ORGANIZATION CHARTS.
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K. HAVE OFFICE SPACE, CALCULATOR AND MANUAL TYPEWRITER AVAILABLE.

L. PREPARE APPROPRIATE IDENTIFICATION FOR MEMBERS OF THE SURVEY TEAM TO FACILITATE ENTRY TO EMBASSY.

M. PROVIDE TRANSPORTATION AND CLERICAL AND TYPING ASSIS-

TANCE AS REQUIRED.

4. TEAM WILL BE IN KABUL 4 TO 6 WEEKS. WITHIN TWO WEEKS
AFTER ARRIVAL IT WILL BE POSSIBLE TO ADVISE KATHMANDU

APPROXIMATELY WHEN TEAM CAN BE EXPECTED THERE AND FINAL
PREPARATIONS MAY BE MADE. IN MEANTIME SOME ADVANCED
PREPARATION CAN BE MADE AS OUTLINED IN PARAGRAPH 3, A, C,
F, G, I, AND J ABOVE. KISSINGER

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